



Roadmap of a Typical Dispute in British Columbia Provincial Court (Small Claims)

Initial Consultation

The process begins with an initial consultation, where we explore the details of your case. This meeting is an opportunity to understand the legal landscape, evaluate the strengths and weaknesses of your case, and discuss potential strategies. Our goal is to provide a clear path forward, outlining the necessary actions and expected outcomes. [Book your initial consultation now.](#)

1. Notice of Claim

The litigation officially starts with the filing of a Notice of Claim. This document outlines the basis of the complaint or issue, detailing the facts of the case and the remedies sought. Once filed, this document is served to the opposing party, putting them on notice of the legal proceeding.

2. Reply (and Counterclaim)

The opposing party has 14 days to file a Reply after being served with the Notice of Claim. This document outlines the basis for opposing the claim. The stage may also include a Counterclaim if the responding party believes they have grounds to seek remedies or damages from the claimant. A Counterclaim also requires the claimant to file its own Reply.

3. Settlement Conference

The Settlement Conference is a hearing that takes place in front of a Provincial Court Judge, often remotely via MS Teams (video). This hearing provides the parties with an opportunity to explore ways to settle the case before advancing to a trial. The court registry will set down a date for a Settlement Conference and send out a notice to all parties. The scheduling of the Settlement Conference will vary depending on the court's availability, but it is typically set for approximately 4-6 months after the Reply is filed.

4. Documents

All parties must submit a copy of their relevant documents to the court at least 14 days prior to the Settlement Conference. They must also provide a copy of these documents to the opposing party at least 7 days prior to the Settlement Conference. There is typically a limit (20 pages) to the number of documents you can provide at this stage.

5. Trial Conference

For certain cases, a Trial Conference may be scheduled. A Trial Conference is a short hearing during which the court ensures that all parties are ready to proceed to trial. The judge may make orders regarding trial length, production of documents, witnesses, and other procedural matters.

7. Trial

If a settlement is not achieved, the case proceeds to trial. Here, each party presents their arguments, evidence, and witnesses to a judge. The trial is the culmination of the litigation process, where legal arguments are made and decisions are reached based on the presented facts and law.

8. Judgment and Appeal

Following the trial, the judge will issue a judgment that resolves the issues in dispute. This judgment may be subject to appeal by either party if there are grounds to challenge the legal interpretations or the application of law. Unless the dispute is extremely simple, it will generally take many months for the judge to present their decision and reasons for judgment.

Contact Peak Law Group

Navigating a legal dispute in the Provincial Court of British Columbia can be a complex process. Understanding the steps involved in Small Claims litigation is crucial, whether you're bringing a claim or defending against one. At Peak Law Group, we provide clear, practical guidance through every stage of litigation, whether you are initiating a claim or defending against one. [Contact us for a consultation](#) to discuss how we can support your case.